

# STATE OF CALIFORNIA

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

## **INVITES APPLICATIONS FOR DIRECTOR DIVISION OF EDUCATION, VOCATIONS AND OFFENDER PROGRAMS ADULT PROGRAMS**

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

**MONTHLY SALARY:**

**\$10,433 - \$12,500\***

**FINAL FILING DATE:**

**April 30, 2009**

**\* The actual monthly compensation to be paid to the successful candidate will be a negotiated sum and determined with reference to the experience, knowledge, skills, and abilities of such candidate, and is further subject to budgetary constraints and considerations.**

Under the administrative direction of the Chief Deputy Secretary, Adult Programs, the Director, Division of Education, Vocations, and Offender Programs (DEVOP), is responsible for the overall management and operation of the Department's adult academic, vocational and other offender programs (excluding substance abuse programs). Included are such programs as:

- Adult Basic Education, General Education Degree and High School diploma programs;
- Adult programs delivered through alternative education delivery methods such as distance learning and independent study including college assistance;
- Vocational programs that are tied to the labor markets in communities to which offenders will return;
- Offender Literacy Program;
- Library services, including recreational reading and legal materials for offenders;
- Recreation/physical education; and,
- New evidence-based programs designed to address core programming areas identified by the Expert Panel on Adult Offender Recidivism Reduction Programming. These core programs areas include, but are not limited to: aggression, hostility, anger, and violence; and, criminal thinking, behavior skills, and associations.

Typical duties include:

- Plans and directs the development of policies and procedures and delivery of academic and vocational education and other programs for offenders in state custody in accordance with applicable state requirements, labor market trends, current research and best practices. Evaluates and improves DEVOP policies, systems and program delivery.
- Ensures maximum utilization of current educational program resources in the adult institutions and ensures that measurable program outcomes are achieved for offenders participating in these programs.
- Works in collaboration with the Division of Adult Institutions, Division of Addiction and Recovery Services, and the Division of Community Services to coordinate inmate services and assignment to programs through an integrated program approach that focuses on improving offender skills and reducing recidivism.
- Oversees on-site evaluations of DEVOP programs to determine compliance with law, policy and best practices; reviews program exit interviews and monitoring documents, evaluation tools, corrective action plans, and policies and procedures to ensure effectiveness.
- Implements, operates and monitors new core rehabilitation programs as they are designed; and works closely with the Office of Quality Assurance in their design and formative and ongoing evaluations.
- Administers the DEVOP organization through applying effective fiscal, personnel, and business practices.
- Consults with and acts as the Department's liaison to executives/administrators of local jurisdictions, private foundations, the Governor's Office, legislative staff, and advocacy and other special interest groups in developing and implementing services and systems which reflect the intent of the Governor, federal and State legislative bodies, and court decisions.
- Participates as a member of the Executive Staff of the California Department of Corrections and Rehabilitation (CDCR). The incumbent may act for the Chief Deputy Secretary, Adult Programs, in his/her absence.

## **DESIRABLE QUALIFICATIONS**

### **EXPERIENCE:**

- Significant leadership experience (10 years or more) in implementing/operating complex statewide or large-scale programs or projects that involve working effectively with divergent groups or individuals, such as state government, local community-based organizations, or public or private agencies. The risks and rewards of success or failure must have been substantial.
- Significant experience (10 years or more) interacting on a professional level with federal, state, or local government divisions or agencies, and employee unions, as well as elected officials, including the Legislature and the Governor's Office.
- Significant experience (10 years or more) in developing statewide policies for health and human services delivery systems, preferably related to offender education or vocational training/employment and/or the education/vocational training and employment of other individuals who have employability challenges.

- Demonstrated experience (10 years or more) in a leadership, management, or supervisory position requiring the ability plan, organize, and direct multidisciplinary staff; knowledge of budgetary, personnel, contracting, and business practices; knowledge of customer service, training, motivating staff, recognition, and progressive discipline; and a manager's role in contributing to and achieving an equal opportunity workplace.
- Significant experience (10 years or more) in convening high-level councils or workgroups, report writing, and meeting facilitation skills.

#### ABILITIES:

- Two examples of the applicant's ability to plan, organize, direct and oversee operation of a large or complex program, project, or activity. This should involve consideration of fiscal, data management, personnel, or other business issues, and interpersonal relationships among individuals with shared and divergent positions or opinions.
- Two examples demonstrating the applicant's ability to effectively perform a major policy-influencing role and function.

Examples should summarize the knowledge, skills, and abilities that the applicant believes makes him or her qualified for the job. The applicant shall also indicate how he or she will approach improving the operation and utilization of the educational and other programs under the jurisdiction of this position, and how he or she will contribute to the success of the program and the offenders served.

#### COMPENSATION AND BENEFITS

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System (CalPERS)
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

#### ADDITIONAL INFORMATION

**The monthly salary of \$10,433 - \$12,500 may or may not include a pay differential. The amount of the pay differential is not subject to CalPERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential will become subject to CalPERS retirement provisions beginning the 13<sup>th</sup> month of consecutive employment.**

#### EXCLUDED EMPLOYEE RELOCATION CRITERIA

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

## **THE DEPARTMENT**

The California Department of Corrections and Rehabilitation operates all state youth facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

## **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all resumes and Statement of Qualifications. Candidates with the most desirable qualifications will be invited for interviews. Interviews will be held in Sacramento, California. The Director, Division of Education, Vocations and Offender Programs is an "exempt" position, therefore appointment to this position and salary are subject to executive approval.

## **HOW TO APPLY**

1. Qualified persons must complete and file an on-line appointment application with the Office of the Governor at [www.governor.ca.gov](http://www.governor.ca.gov) or [www.gov.ca.gov](http://www.gov.ca.gov).
2. A resume of qualifications and experience and three professional references (names and telephone numbers).
3. A Statement of Qualifications that consist of your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS MAY BE ELIMINATED FROM CONSIDERATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Submit the resume, Statement of Qualifications, and references to Karyn Bates, Executive Recruitment and Appointments, Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108N Sacramento, California 95811 by April 30, 2009. For further information regarding this position, please contact Karyn Bates at (916) 327-8028 or [karyn.bates@cdcr.ca.gov](mailto:karyn.bates@cdcr.ca.gov).

***Note: If you previously submitted a Governor's application on line for an Exempt position it is not necessary to complete another on line application. However, you must submit a letter of interest to the Office of the Governor stating the position(s) for which you are interested in if it has changed from when you originally submitted the on line application along with a current resume. You must also submit your resume and references to Executive Recruitment and Appointments as noted above in "How to Apply."***

### **DEPARTMENT OF CORRECTIONS AND REHABILITATION**

***Vision: With our partners, we protect the public from crime and victimization.***

***Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.***